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Publication Policies and Suggestions for Authors

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PUBLICATION POLICIES AND SUGGESTIONS FOR AUTHORS

The PROCEEDINGS OF THE ARKANSAS ACADEMY OF SCIENCE appears annually. It is the policy of the Arkansas Academy of Science that 1) at least one of the authors of a paper submitted for publication in the PROCEEDINGS must be a member of the Arkansas Academy of Science, 2) that only papers presented at the annual meeting are eligible for publication, and 3) that the manuscript is due at the time of presentation. In accordance with this policy, manuscripts submitted for publication should be given to the section chairman at the time the paper is being presented. Correspondence after this time should be directed to Dr. Harvey Barton, Editor-PAAS, Dept. Biological Sciences, Arkansas State University, State University, AR 72467.

Each submitted paper should contain results of original research, embody sound principles of scientific investigation, and present data in a concise yet clear manner. The COUNCIL OF BIOLOGY EDITORS STYLE MANUAL, published by the American Institute of Biological Sciences, is an example of a convenient and widely consulted guide for scientific writers. Authors should strive for directness and lucidity, achieved by use of the active voice. Special attention should be given to consistency in tense, unambiguous reference of pronouns, and to logically placed modifiers. It is strongly recommended that all authors 1) inspect the existing format for feature articles and general notes in the PROCEEDINGS OF THE ARKANSAS ACADEMY OF SCIENCE and follow that format while drafting their submission, and 2) submit their manuscript to another qualified person for a friendly review to appraise it for clarity, brevity, grammar, and typographical errors.

Preparation of Manuscript

The author should submit two copies of the manuscript, tables, and figures. Manuscripts must be double spaced (preferably typed with a carbon ribboned typewriter) on 8½ x 11 inch bond paper with at least one inch margins on all sides. Do not staple pages together. Do not hyphenate words on the right-hand margin; do not submit word processed copy printed with justified right-hand margins. Do not submit copy in italics; underline words to be set in italics. If co-authored, designate which author is to receive correspondence and at what address.

An abstract summarizing in concrete terms the methods, findings and implications discussed in the body of the paper must accompany a feature article. The abstract should be completely self-explanatory.

A feature article comprises approximately six or more typewritten pages. A PROCEEDINGS printed page is equal to approximately three and one-half typewritten pages and the author is assessed a PAGE CHARGE (see Procedure section). A separate title page, including the title in capital letters, the authors names and addresses should be included with the manuscript. Feature articles are often divided into the following sections: abstract, introduction, materials and methods, results, discussion, acknowledgments, and literature cited. These sections should be centered and capitalized. Subheadings should begin at the left-hand margin, but more than one subheading should be avoided.

A general note is usually one to five typewritten pages and rarely utilizes subheadings. A note should have the title (capitalized) at the top of the first page with the body of the paper following. Abstracts are not used for general notes. The authors name and address should appear at the end of the manuscript.

Abbreviations: Use of abbreviations and symbols can be ascertained by inspection of recent issues of the PROCEEDINGS. Suggestions for uniformity include the use of numerals before units of measurements (5 millimeters), but nine animals (10 or numbers above, such as 13 animals). Abbreviations must be defined the first time they are used. The metric system of measurements and weights must be employed.

The literature cited section should include six or more references; entries should take the following form:

DAVIS, D. H. S. 1933. Rhythmic activity in the short-tailed vole, *Microtus*. J. Anim. Eco. 2:232-238.

HUDSON, J. W. and J. A. RUMMELL. 1966....

FLEMING, T. H. 1969. Population ecology of three species of Neotropical rodents. Unpublished Ph.D. dissertation. Univ. Michigan, Ann Arbor, 231 pp.

JONES, I. C. 1957. The adrenal cortex. Cambridge Univ. Press, London, 316 pp.

WRIGHT, P. L. 1966. Observations on the reproductive cycle of the American badger (*Taxidea taxus*). Pp. 27-45, in Comparative biology of reproduction in mammals (I. W. Rowlands, ed.) Academic Press, London, xxi + 559 pp.

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Review Procedure

Evaluation of a paper submitted to the PROCEEDINGS begins with a critical reading by the Editor. The paper is then submitted to referees for checking of scientific content, originality, and clarity of presentation. Attention to the preceding paragraphs will greatly speed up this process. Judgments as to the acceptability of the paper and suggestions for strengthening it are sent to the author. If the paper is tentatively accepted the author will rework it, where necessary, and return two copies of the revised manuscript together with the original to the Editor. Usually a time limit for this revision will be requested. If the time limit is not met, the paper may be considered to be withdrawn by the author and rejected for publication. All final decisions concerning the acceptance or rejection of a manuscript are made by the Editor.

When a copy of the proof, original manuscript, and reprint order blanks reach the author, they should be carefully read for errors and omissions. The author should mark corrections on the proof and return both the proof and manuscript to the Editor within 48 hours or the proof will be judged correct. Printing charges accruing from excessive additions to or changes in the proofs must be assumed by the author. Reprint orders are placed with the printer, not the Editor. Page charges are \$25/printed page or portion thereof. These charges and excessive printing charges will be billed to the author by the Academy of Science.

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